

**To:** doilearn@sumtotalsystems.com[doilearn@sumtotalsystems.com]  
**From:** Werner, Elinor  
**Sent:** 2018-08-09T16:59:33-04:00  
**Importance:** Normal  
**Subject:** Re: IMT Awareness Training OVERDUE  
**Received:** 2018-08-09T17:08:24-04:00

Good Evening,

I believe this email was a mistake. I completed the trainings last week.

Warmly,  
Elinor

On Wed, Aug 8, 2018 at 5:13 PM, Announcements, OCIO <[ocio\\_announcements@ios.doi.gov](mailto:ocio_announcements@ios.doi.gov)> wrote:

**If you've completed training within the last 48 hours, please disregard this message.**

### IMT Awareness Training

If you are receiving this message, it's because our records indicate that you have not completed your required annual information management and technology (IMT) training course & quiz **as of August 7, 2018. The deadline for completing this training was July 31, 2018.**

The following training is mandatory and **must be completed immediately in DOI Learn:**

- 2018 DOI Rules of Behavior (ROB) and Warning Banner (IMT)
- Desk reference sheets covering the following areas: Cybersecurity - Federal Information Systems Security Awareness (FISSA), Privacy, Records Management, Section 508, and Controlled Unclassified Information
- 14-question test on cybersecurity and privacy

### IMT Awareness Training must be completed immediately

**If you do not complete your required courses by August 31, 2018, your network access will be disabled.** This means that you will be unable to access your BisonConnect account and any applications or systems connected to the network until you complete the mandatory training.

### Accessing DOI Learn

If you experience any issues accessing your DOI Learn account, please contact DOI Learn at 866-466-1998 or [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com).

*Note: You may be required to take Role-Based Security Training (RBST) and Role-Based Privacy Training (RBPT) in addition to the above listed IMT training. Separate reminders to complete these trainings will be sent at a later date if applicable. Both RBST and RBPT are due August 15.*

----- Forwarded message -----

From: Announcements, OCIO <[ocio\\_announcements@ios.doi.gov](mailto:ocio_announcements@ios.doi.gov)>  
Date: Fri, Jul 20, 2018 at 9:56 AM

Subject: Reminder: Complete your IMT Awareness Training

To:

Cc: OCIO Comms <[ocio\\_comms@ios.doi.gov](mailto:ocio_comms@ios.doi.gov)>

If you've completed training within the last 48 hours, please disregard this message.

## IMT Awareness Training

If you're receiving this message, it means that you have not yet completed your required annual information management and technology (IMT) training course & quiz **as of July 18, 2018**.

The following training is mandatory and **must be completed by July 31**:

- 2018 DOI Rules of Behavior (ROB) and Warning Banner (IMT)
- Desk reference sheets covering the following areas: Cybersecurity - Federal Information Systems Security Awareness (FISSA), Privacy, Records Management, Section 508, and Controlled Unclassified Information
- 14-question test on cybersecurity and privacy

### Questions?

If you experience issues accessing your DOI Learn account, please contact DOI Learn at 866-466-1998 or [doilearn@sumtotalsystems.com](mailto:doilearn@sumtotalsystems.com). If you have any questions about the information in the training course, please contact Lance Kelson, DOI Information Security Training Program Manager at [lance\\_kelson@ios.doi.gov](mailto:lance_kelson@ios.doi.gov).

*Note: Some of you may be required to take Role-Based Security Training (RBST) and Role-Based Privacy Training (RBPT) in addition to the above listed IMT training. Separate reminders to complete these trainings will be sent at a later date if applicable. Both RBST and RBPT are due August 15.*

----- Forwarded message -----

From: **Secretary, Deputy** <[deputy\\_secretary@ios.doi.gov](mailto:deputy_secretary@ios.doi.gov)>

Date: Mon, Jun 4, 2018 at 8:42 AM

Subject: Improvements to Annual Mandatory IMT Training

To:



U.S. Department of the Interior

Interior Team,

Secretary Zinke is committed to empowering employees, especially those of you on the front lines, with the right tools, the right resources, and flexibility to effectively serve the American people. Throughout the last year, we heard from many of you that the amount of mandatory

training required each year for non-supervisors places an unnecessary burden on your workload.

While training is essential, I believe that, for a long time, whenever the Department has faced a challenge or a scandal, one of the first things leadership would do is announce “we need more training,” with little perspective of the cumulative amount of annual training required, particularly for nonsupervisory employees.

Last December, I asked bureau and office leadership to review annual mandatory training requirements (at the national, regional, and field levels) for nonsupervisory employees to determine if a training course is required by law or regulation, and if so, how it can be streamlined.

The fact is that the Office of the Chief Information Officer (OCIO) has really stepped up. They have made significant adjustments to this year’s mandatory Information Management and Technology (IMT) training courses. Their new approach equips all employees with essential and practical information to ensure that we protect DOI’s Information Systems, while reducing the time it takes to complete the training from approximately 4 hours to 1 hour. Their effort will save the Department an estimated total of 27,000 working days each year. I think that is a pretty big deal.

This week, the following training programs will be assigned as a single learning plan in DOI Learn:

- Desk reference sheets with information and links to additional resources on the following topics: Cybersecurity - Federal Information Systems Security Awareness (FISSA), Privacy, Records Management, Section 508, and Controlled Unclassified Information
- Information Systems Security Rules of Behavior acknowledgement
- A 14-question cybersecurity (FISSA) and privacy quiz

If you previously self-enrolled and completed all IMT Awareness Training this year, you are not required to complete the above training.

Thank you for sharing your concerns, perspectives and ideas into our ideas box. In addition, we will continue working with your leadership to reduce the burden of annual mandatory training, where possible, so that we can focus on our important mission and deliver better service to the American people.

Finally, the next time you talk to your IMT leadership and staff members, be sure to thank them for developing a solution that is going to give you more time to focus on your particular mission.

Thank you,  
Deputy Secretary David L. Bernhardt

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Elinor Werner  
Special Assistant to the Secretary  
Immediate Office of the Secretary  
U.S. Department of the Interior  
Office: 202.208.6087  
Cell: 202.706.9242